

**Middletown Public Library**

**Board of Trustees Meeting**

**Tuesday, 16 October, 2007**

**Middletown Public Library, 700 West Main Road**

**Minutes**

**Board Members:**

**Present: Holly Levine, Mary Ulrich-Budlong, Peter Van Steeden, John Grisham,**

**Steve Arendt, Virgel Blaschke, Joyce Morgenthaler**

**Absent:**

**Quorum? Yes**

**Others Present: Jim Knowlton, Noel Whitehurst**

**Proceedings:**

**. Meeting called to order at 6:07 pm by Chair, Holly Levine**

**. Motion to approve September minutes as amended. Passed**

**Motion: Grisham, Second: Ulrich-Budlong 6 Approve, 1 Abstain  
(Morgenthaler)**

**Correspondence:**

**. None**

**-**

**Director's progress and financial reports on the library:**

**. Director's report**

**-Written report submitted. Jim Knowlton orally reviewed information.**

- Motion to accept Directors report as submitted. Passed  
Motion: Van Steeden, Second: Grisham Unanimously approved

Report accepted.

- . Financial report

- Written flash budget submitted and accepted

Committee reports:

- . Budget Committee

- Steve Arendt reported -none

- . Children's Room Improvement Committee

- Mary Ulrich-Budlong reported Joyce Morganthaler added to Committee.

- Next meeting 8 November, 1:30 pm

- . Director's Evaluation Committee

- John Grisham reported -none

- . Friends of MPL

- Virgel Blaschke reported Book Sale very successful, \$5361 raised!

Upcoming events: Blood Drive, Cake Decorating Contest and Bake Sale

Discussion: Creating a book shop in the front vestibule

- . IT Committee

- Virgel Blaschke/Steve Arendt reported -Committee working with county Committee

- . Policy Review Committee

**- Holly Levine reported -reported during new business**

**. Programs/Outreach Committee**

**- Holly Levine reported -none**

### **Unfinished Business:**

**UPS System –Van Steeden –reported that APC associate no longer works for company and so will not be able to research Library needs**

### **New Business:**

**Computer Policy, Supervising Unattended Children Policy, Preservation Development Policy, Collection Development Policy, Staff Policy Pertaining to Patriot Act, Emergency Closing Policy, Person-in-charge Policy, Anti-harassment Policy, Rules of Conduct**

**- Trustees asked Policy committee to reformat policies to have them all match. Union to review policies and give trustees feedback at next meeting prior to adoption with exception of Unattended Children and Computer policies.**

**Motion to approve Unattended Children Policy, Motion: Blaschke, Second: Arendt**

**Motion to approve Computer Policy, Motion: Blaschke, Second: Arendt**

**Goals for this year – Physical plant update/repairs to be trustees first priority. Director to contact the Town Building Inspector to ask for**

**building audit and report back with results at next meeting.**

**Steve Arendt will look in to capitol improvements that were approved in FY'08 budget and how to implement them.**

**Public Presentation to, or Discussion with the Board: -None**

**--Limit 5 minutes per speaker, maximum 15 minutes total.**

**No Executive Session**

**Announcements:**

**. Next board meeting will be 15 November 6:00 pm**

**. Motion to adjourn. Unanimously carried**

**Meeting adjourned at 8:03 pm.**

**Minutes submitted by Secretary, Peter Van Steeden**